



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 26

19 JUNE 2006

Receiving Reports for Local Purchase Items

1. During the conduct of the recent Annual General Inspection at the USPFO-NJ, one of the areas that were noted as needing command emphasis was Prompt Payment Interest penalties.
2. The Department of the Army prompt payment interest penalties rate goal for FY 06 established by NGB is not to exceed **\$85.00 of interest paid per million dollars** of transactions. These interest payments, which are paid to vendors due to untimely processing of payments when items are purchased locally, are causing our annual budgets to require cutbacks in order to afford these unnecessary charges.
3. For the month of April 2006, New Jersey's rate was **\$325.22 per million**, and we are currently ranked 55th of 58 states and territories. This is unacceptable and we must work together to eliminate these unnecessary expenditures.
4. Although there are a variety of reasons for the delays in payments, the major one is the untimely receipt of documentation from the customer. With the increasing number of locally purchased items, it is critically important for all of us to ensure that whenever an item is delivered to their location, the receiving reports must be completed and forwarded immediately to the USPFO-NJ, Bldg 3601, ATTN: Purchasing and Contracting, Fort Dix, NJ 08640.
5. Command involvement is required to improve this area, not only for New Jersey to achieve a higher national ranking, but more importantly to reduce the amount of interest paid, which has an obvious impact on our tax paying citizens as well as the entire budget process.
6. There is no reason why we can't meet the normal suspense for payment of purchase orders within the timelines that are established. To continue to pay needless interest when it is not required is a poor reflection on our process.
7. Your cooperation in this endeavor will serve to improve our current posture. Keep in mind that every dollar that is spent on interest penalties is deducted from the respective Program Manager's annual budget, where it could be used for more efficient purposes. So far in FY 2006, NGB nationwide has effectively lost \$125,910.44 from the annual budget because of these interest penalties.
8. The attached information sheet from USPFO Purchasing & Contracting provides specific instructions regarding the processing of receiving reports whenever items are purchased locally using the DD Form 1155, (Order for Supplies or Services).

9. This subject will be briefed by the G8 at the weekly Chief of Staff Meeting. JFHQ Staff Sections and MACOM's will be provided with updates regarding any potential cases where non-receipt of receiving reports will cause interest penalties.

10. POC for this action is COL (Ret) Edward A. Slavin at 609-562-0248

OFFICIAL:



STEPHEN J. HINES
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Major General, NJARNG
The Adjutant General

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Enclosure

Instructions for processing Receiving Reports

**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
OFFICE OF THE UNITED STATES PROPERTY AND FISCAL OFFICER, NJ
3601 Technology, Drive
FT. DIX, NEW JERSEY 08640-7600**

USPFO-NJ-PC (715)

12 June 2006

MEMORANDUM OF INSTRUCTION

SUBJECT: Instructions for Processing Receiving Reports (DD Form 1155/SF Form 1449)

1. Receiving unit will receive one (1) copy of DD Form 1155 or SF 1449, which is a duplicate of a Purchase Order issued by this office.
2. If the vendor does not comply with the Purchase Order, promptly, contact the purchase agent identified on the purchase order.
3. After the supplies or services have been received, it is the unit's responsibility to complete the form within a two-day period, as follows:
 - a. In "Quantity" block, indicate the actual quantity accepted. If quantity is different than what was originally requested, please call the buyer immediately for instructions.
 - b. The individual who actually received the supplies or services will complete Block 26 on the DD Form 1155 and block 32a and 32b on the SF 1449.
 - c. The designated authorized representative or the Property Book Officer will complete blocks 37, 38 and 39 on the DD Form 1155 and blocks 42a, 42b and 42c on the SF 1449.
4. Any variations or rejections in shipments will be identified on a separate memorandum and attached to the form.
5. After the above actions have been completed, original signatures will be sent immediately to the USPFO-Comptroller division with a copy to USPFO-PC. One copy of the DD 1155 or SF 1449 will be retained for the unit's file.
6. If there are any questions please contact the undersigned at jose.maldonado@nj.ngb.army.mil.

/S/
JOSE D. MALDONADO
CPT, OD, NJARNG
Contracting Officer

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